You will learn how to use Microsoft Excel to create a chart, calculate sums and much more!

What is a worksheet? What are Tables?

What is a workbook? What are charts?

**1st Task – Practice Test (25 points)**

1. Pg EX 70 – Practice Test (Post Test)
2. *Print and file standing up.*

**2nd Task – Planning, Using and Communicating in Excel (25points)**

1. Review pages EX 1-16
2. Demonstrate understanding, ask questions, apply knowledge in future lessons.

**3rd Task – Create Worksheet and Chart (50 points)**

1. Follow pages EX 17-69
2. Print on 4050 and file in brown according file

**4th Task – In the Lab #3, College and Finances (75 points)**

1. Follow pages EX 77- 79
2. Turn in and only print th
3. Print on 4050 and file in brown according file

**5th Task – Cases and Places (75 points)**

1. Choose from #1 or #2
2. Print Worksheet with exploding pie on 4050 and file in brown according file

6**th Task – Practice Test (75 points)**

**Practice test – improve your score.**